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**KEY SKILLS**



* (Insert 3-4 dot points on what specific skills you can bring to the role. If you have the skills from the job advert feel free to list a few of these as well)

**PROFESSIONAL EXPERIENCE**



**(POSITION TITLE)**

**(ORGANISATION) , (insert dates of employment)**

(Insert brief summary of position 1 sentence)

**Responsibilities**

* List key responsibilities of role (min 4 dot points)

**Achievements**

* List min 1-2 achievements

**(POSITION TITLE JOB 2)**

**(ORGANISATION) , (insert dates of employment**

(Insert brief summary of position 1 sentence)

**Responsibilities**

* List key responsibilities of role (min 4 dot points)

**Achievements**

* List min 1-2 achievements

**(POSITION TITLE JOB 3)**

**(ORGANISATION) , (insert dates of employment**

(Insert brief summary of position 1 sentence)

**Responsibilities**

* List key responsibilities of role (min 4 dot points)

**Achievements**

* List min 1-2 achievements

**(POSITION TITLE JOB 4)**

**(ORGANISATION) , (insert dates of employment**

(Insert brief summary of position 1 sentence)

**Responsibilities**

* List key responsibilities of role (min 4 dot points)

**Achievements**

* List min 1-2 achievements



(LOCATION/SUBURB)

(INSERT MOBILE NUMBER)



**PERSONAL SUMMARY**



(INSERT 3-4 sentences or 1 paragraph of career overview. Where possible relate your career overview to the job you are applying for)

**EDUCATION & TRAINING**



* List any qualifications related to the job you apply for including institution and year completed



(INSERT EMAIL ADDRESS)

**LANGUAGES**



* English
* (Insert additional if applicable)

**OTHER ROLES**



* (Insert further job positions and titles only if relevant to the position and if so no more than 12 years ago. If not relevant not required)

**INTERESTS**



* (Insert 3 dot points hobbies/interests)

**REFERENCES**



Available immediately upon request